Department of State
SYSTEM FOR AWARD MANAGEMENT (SAM)
Registration Process for Foreign Organizations

The registrant or entity is required to register in each of these websites by initially creating a Username and Password in all sites.

Legal Business Name and Address must be precise and **MATCH EXACTLY** when entering into the D&B DUNS, NCAGE, and SAM websites. Legal Business Name and Address given must be the same—this includes spaces, parentheses, capitalization, small letters, punctuation, etc.

STEPS to REGISTER:

Please apply for the D&B DUNS Number **and** NCAGE Code (steps 1 and 2 below) at the same time to reduce waiting time of information.

1. **DUN & BRADSTREET (D&B) DUNS Number**

    Steps to Register for an organization DUNS number, or retrieve an existing DUNS number:
    - Navigate to http://fedgov.dnb.com/webform
    - Click "Begin DUNS Search"
    - Choose your country and fill out a short form.
    - D&B will list up to 3 matches.   If your entity is not listed, choose "request new DUNS" and continue from there.
    - **Note:** You will need the following information to request a DUNS Number: Name of your organization, Organization address, Phone number of the organization, Name of the CEO/organization owner, Legal structure of the organization (corporation, partnership, proprietorship), Year the organization started, Primary line of business, Total number of employees (full and part time).
    - D&B generally responds to each web form submittal within 24-48 hours.
    - A DUNS Number is 9-digits

    For assistance, contact: +001 866-705-5711 or +001 855-760-3334 or SAMHELP@dnb.com.

2. **NATO COMMERCIAL AND GOVERNMENT ENTITY (NCAGE) CODE NUMBER:**

    Steps to Register for an NCAGE Code:
    - Web browser should be Internet Explorer
    - A foreign registrant must log into: CAGE Code Request at https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx.
    - Once in the NATO Codification Tools website, scroll to the right-hand corner and click the "Magnifying Glass." The magnifying glass will open a new page.
    - In the next webpage scroll down the right-hand side until you see "Request New CAGE," click on this link and it will take you to the next page to apply for an NCAGE Code Number.
    - **Note:** When asked if the entity to be registered is a supranational organization, please click "No" if you are not part of a member state.
    - The Code is a five-character ID number and will take 4-5 business days.
    - Validate the newly assigned NCAGE via the Business Identification Number Cross-Reference System (BINCS) https://www.dlis.dla.mil/bincs/begin_search.aspx
    - If the assigned NCAGE is not listed in BINCS, the recipient should call 269-961-4623 or send a message to NCAGE@NSPA.NATO.INT

For help from outside the U.S., call 1-269-961-7766 or email NCAGE@dlis.dla.mil for any problems in obtaining an NCAGE code.

3. SYSTEM FOR AWARD MANAGEMENT (SAM)

- Web browser should be either Google Chrome or Mozilla Firefox
- Register in **SAM** by navigating to https://www.sam.gov
- Remember, if you had an active record in CCR, you have an active record in SAM. To check, please conduct a "search" for your record by typing in the organization name and/or DUNS Number in SAM. If you are not registered, your organization or entity will not be found.
- When initially registering with SAM, please create a user account and input all information in the exact manner as you have for the D&B DUNS and NCAGE. Note that new registrations can take an average of 7-10 business days to process in SAM.
- **Note:** What about a Taxpayer Identification Number (TIN)? You only need a TIN if your entity pays U.S. taxes. If you are located outside of the U.S. and do not pay employees within the U.S., you are not required to obtain a federal Tax Identification Number (TIN). When registering in SAM, simply leave the TIN/EIN information blank.

If you encounter any error, please contact the SAM Federal Service Desk to report problem at https://www.fsd.gov/clients. There is a standard (not toll free) number that customers can use: +001 334-206-7828.

4. CREATE A GRANTS.GOV ACCOUNT
To safeguard the security of your application information, Grants.gov requires all users to create an account in the Grants.gov system. The user must verify they are able to obtain a username and password. This process confirms the identity of the organization applicant.

Before you can create your Grants.gov organization applicant username and password, your SAM registration must be complete and active.

- Navigate to www.Grants.gov and click the Register link on the right side of the Grants.gov banner.
- On the Register page, you will be presented with three options. Click the *Register as an Organization Applicant* button.
- Enter your organization's DUNS or DUNS+4 Number on the Register with Grants.gov page.
- Click the Register button. You will be directed to the Applicant Registration page where you will be prompted to complete the online form. All fields with a red asterisk (*) are required.
- **Notes:**
    o When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.
    o Secret Question/Answer - Enter a question only you would be able to answer and will be able to remember in the future. Do not write down your account information.
    o Password - The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # $ % ^ & *).

- Click the Continue button once you have completed the form.
- A confirmation page will display. If you need to change any of the information, click the Edit button and the form will return to a page where you can make changes. If you have no changes, click the Submit button.
- A message will display that you are successfully registered. To continue to the Applicant Login page, click the Continue button. If you do not receive the successful message, another message will appear stating what issue needs to be addressed with the form. Correct the error and click the Submit button.
- After creating a Grants.gov account, the organization applicant's request for Grants.gov roles and access is sent to the E-Business Point of Contact (EBiz POC). Prior to being able to complete or submit application packages on behalf of your organization, your organization's EBiz POC must authorize roles. This safeguards your organization from individuals who may attempt to submit grant application packages without permission.
- If you are not the EBiz POC, then you do not take any actions in this step. You have to await approval from the EBiz POC. If you are the EBiz POC and want to submit applications on Grants.gov, you will need to complete the Grants.gov registration process using a different email than the one used in correlation with the EBiz POC and authorize the AOR role to your account.

Grants.gov support: Support@Grants.gov or **1-606-545-5035**

You may also refer to the Grants.gov online user guide:
http://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Get_Started%2FGet_Started.htm